King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.01.010, Key Control	Approved By:	Director Allen Nance
	Effective Date:	June 21, 2024
	Reviewed By:	PRC
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Purpose
To outline procedures for the handling of department keys.

Policy
It is the policy of this department to have an efficient and secure key control system. This system shall be established and maintained to provide for the secure storage, accountability and inventory of keys, and an effective method of issuing, distributing and controlling keys within a facility.

Definitions
Emergency Keys: Keys maintained on key rings and kept separate from all regular issue keys. C2 [redacted]

Emergency Key Sets: Keys that [redacted]

Emergency Key Sets: Keys that [redacted]
Security Keys: Keys that [redacted]

Commercial Keys: Non-security keys that open general areas in a facility.
Keys: Keys that [redacted]

A. Key Systems Control

1. For each Adult Division a Maintenance and Supply (M&S) Key Control Officer (KCO) shall be responsible for the following:
   a. Control of all security keys and cylinders, this includes ordering necessary items from the designated vendor.
   b. Establish and maintain a divisional key control procedure that effectively ensures security, accountability, and accessibility.
   c. Establish and maintain records and files for all locks and key systems within each division.
2. When a set of [redacted] Emergency keys is issued and taken anywhere inside the facility: [redacted]

[redacted]

B. Key Control Centers

1. Key Control Centers (KCC) are designated storage areas for keys and key sets.

[redacted]

C. Key Handling

1. Keys shall not be left unattended or unsecured at any time.

[redacted]

D. Lost or Misplaced Keys

1. When keys are lost or misplaced, proper security precautions shall be taken to preclude the use of keys for unauthorized access or possible escape.

[redacted]

E. Duplication of Keys

1. Unauthorized possession, alteration, marking, duplication, manufacture, or impression of keys is prohibited.
   a. Such incidents shall be reported in writing, using an Officer's Report to thedivision major via the chain of command.
   b. Such incidents shall be investigated by the division major or their designee.
2. All requests for duplication of keys, new lock installation, and lock changes will be submitted to the M&S Office in writing on a Key/Lock Change Request Form (F-207).
3. Only those F-207's signed and approved by the division major will be submitted to the carpenter's shop for duplication.

F. Security Key Maintenance

1. The M&S KCO shall ensure that a check of all security keys be conducted semi-annually, ([redacted] and [redacted]). This check shall ensure the functional capability of all security keys and locks in the facility. This check must be documented on the M&S Master Key Inventory Report and shall include:
   a. Date that check was completed.
   b. Signatures of the division M&S sergeant and division major upon completion.

2. Keys that are heavily used shall be [redacted]
3. The M&S KCO for each division shall keep records of all security key maintenance.